

SWMS: MANUAL HANDLING & BULKY ITEM REMOVAL

This Safe Work Method Statement must be read, understood, and signed by all workers before work commences. It must remain on site and accessible at all times.

1.0 PROJECT & TASK DETAILS

Task / Activity	Manual Handling & Bulky Item Removal	SWMS Reference	SSP-SWMS-003
Site Address		Date of Works	
Supervisor on Site		Workers Consulted?	<input type="checkbox"/> Yes <input type="checkbox"/> No – cannot proceed

2.0 HIGH-RISK WORK DECLARATION

<input type="checkbox"/> Manual tasks involving heavy, awkward, or bulky items <input type="checkbox"/> Work near mobile plant (trucks, forklifts) <input type="checkbox"/> Work near traffic or public interface	<input type="checkbox"/> Working in unpredictable environments (deceased estates, squalor) <input type="checkbox"/> Risk of falls on stairs or uneven surfaces <input type="checkbox"/> None of the above applicable
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3.0 TASK CONTEXT & SCOPE

i About this SWMS: Manual Handling & Bulky Item Removal

Manual handling injuries are the most common workplace injury in the waste and removal sector.

This SWMS applies to all tasks involving moving bulky or heavy items including furniture, mattresses, white goods, scrap metal, and cast iron baths.

Key risks: musculoskeletal injury, crush injury, cuts from sharp edges, falls on stairs, struck-by incidents from shifting loads.

Two-person lifts are mandatory for any item over 16kg or where the item is awkward, unwieldy, or vision-obstructing.

Never attempt solo lifts of mattresses, fridges, or large furniture items.

4.0 PERSONAL PROTECTIVE EQUIPMENT

i Minimum PPE for all SSP tasks

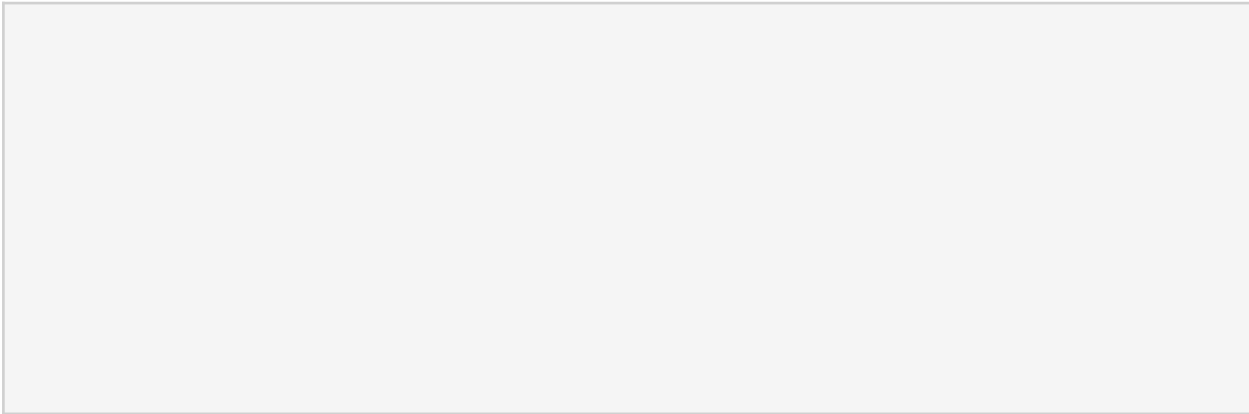
High-visibility vest/shirt, steel-capped safety boots, and disposable gloves are mandatory for ALL SSP field activities regardless of task type.

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| <ul style="list-style-type: none"><input type="checkbox"/> High-visibility vest (mandatory)<input type="checkbox"/> Steel-capped safety boots (mandatory)<input type="checkbox"/> Heavy-duty work gloves<input type="checkbox"/> Cut-resistant gloves (scrap metal, broken items)<input type="checkbox"/> Hard hat (if overhead hazard) | <ul style="list-style-type: none"><input type="checkbox"/> Eye protection (dusty environments)<input type="checkbox"/> P2 respirator (mould or dust suspected)<input type="checkbox"/> Sun protection – hat and SPF 50+ (outdoor work) |
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	<input type="checkbox"/> Back support belt (if available and trained in use) <input type="checkbox"/> Knee pads (low-level work)
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5.0 PLANT, EQUIPMENT & MATERIALS

Item / Equipment	Pre-Use Check Required	Condition Notes
Hand truck / sack trolley	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Furniture dolly / skate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Furniture sliders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moving straps / lifting harness	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gloves (heavy-duty and cut-resistant)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stair-climbing trolley (if required)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle with tailgate lift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Packing blankets / wrapping	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Additional Details:</u>		



6.0 RISK RATING REFERENCE

Risk Rating Reference

Consequence ↓ Likelihood →	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Catastrophic (5)	5 MED	10 HIGH	15 HIGH	20 EXT	25 EXT
Major (4)	4 LOW	8 MED	12 HIGH	16 EXT	20 EXT
Moderate (3)	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH
Minor (2)	2 LOW	4 LOW	6 MED	8 MED	10 HIGH
Insignificant (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 MED

EXT Stop & escalate **HIGH** Senior review before proceeding **MED** Monitor **LOW** Routine controls

7.0 TASK STEPS, HAZARDS & CONTROL MEASURES

i Hierarchy of Controls – apply in order

1. ELIMINATE
2. SUBSTITUTE

- 3. ISOLATE
- 4. ENGINEERING CONTROLS
- 5. ADMINISTRATIVE CONTROLS
- 6. PPE (last resort)

Think: Pre-task assessment → Setting up (clear path, equipment ready)
→ The lift/carry → Loading → Clean-up. Identify pinch points, stair hazards, and exit routes before picking up any item.

#	Task Step	Hazards & Risks	Control Measures (Hierarchy of Controls)	Initial Risk	Residual Risk	Person Responsible

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(Add continuation sheets as required – reference this SWMS number on all sheets)

8.0 ENVIRONMENTAL CONTROLS

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| <ul style="list-style-type: none"> <input type="checkbox"/> Waste segregated at source – do not mix streams <input type="checkbox"/> Pathway cleared of slip and trip hazards before each lift <input type="checkbox"/> Dust suppression where applicable (wet methods or sealing) <input type="checkbox"/> Protect stormwater drains from debris or runoff | <ul style="list-style-type: none"> <input type="checkbox"/> All waste to licensed facilities – no illegal dumping <input type="checkbox"/> Noise minimised – avoid early morning loading in residential areas <input type="checkbox"/> Mould-affected items bagged before transport <input type="checkbox"/> Donation items kept separate and protected from damage |
|---|---|

9.0 EMERGENCY PROCEDURES

<p>First Aid Officer</p> <p>Name:</p> <p>Phone:</p>	<p>Nearest Hospital</p>	<p>EMERGENCY: 000</p>
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<p>FIRE</p>	<p>Evacuate. Call 000. Muster at:</p> <p>Do not re-enter.</p>
<p>INJURY</p>	<p>Administer first aid.</p> <p>Call 000 if required.</p> <p>Do not move injured person unless in immediate danger.</p> <p>Complete incident report.</p>
<p>CHEMICAL SPILL</p>	<p>Contain if safe.</p> <p>Prevent drain entry.</p> <p>Reference SDS.</p> <p>Do not wash to drain.</p> <p>Call 000 if required.</p>
<p>CRUSH / ENTRAPMENT</p>	<p>Do not attempt to free person if load is unstable.</p> <p>Call 000.</p> <p>Support person.</p> <p>Do not leave alone.</p> <p>Incident report mandatory.</p>

BACK / STRAIN INJURY	<p>Stop work.</p> <p>Rest person.</p> <p>Do not encourage them to 'push through'.</p> <p>Arrange medical review.</p> <p>Complete incident report.</p>
FALL ON STAIRS	<p>Do not move person unless in danger.</p> <p>Call 000.</p> <p>Keep airway clear.</p> <p>Incident report mandatory.</p>

10.0 MONITORING & REVIEW

i When must this SWMS be reviewed?

Stop work and review immediately if:

1. An incident or near-miss occurs
2. Site conditions change
3. New hazards are identified
4. A worker requests a review
5. Work methods change from what is described here.

11.0 WORKER SIGN-ON

i All workers must sign before starting

By signing, each worker confirms they have READ this SWMS in full, UNDERSTOOD all hazards and controls, and AGREE to work in accordance with it. Workers who have not signed may not commence work.

Full Name (print)	Signature	Role	Date
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This document is the property of Sydney Street Projects.

Reference: SSP-SWMS-003 | Retain for minimum 5 years.

UNCONTROLLED WHEN PRINTED